

Records Management

Key Concepts

1	Each employee should have a bureau or office Records Officer approved file plan.
2	Materials you use in performing your job, for the most part, are Federal records.
3	Non-record materials are used solely for reference, exhibition or convenience purposes.
4	Your personal papers are not Federal records and should be filed separately from your agency records, placed in designated folders, and marked accordingly.
5	All bureaus and offices must manage their Federal records in accordance with approved records retention and disposition schedules, which govern their particular record holdings.
6	Indian Fiduciary Trust records are managed by multiple bureaus and offices.
7	Transitory Federal records are disposable short-term (180 days or less) records which have minimal or no documentary or evidentiary value, including electronic form (i.e. email messages), and should be destroyed or deleted unless they are subject to a litigation hold or preservation obligation.
8	Any materials subject to either a litigation hold or preservation obligation must NOT be destroyed, regardless of whether the governing record schedule would permit their destruction, until the hold is lifted and the materials are eligible for disposition and your agency has received approval from the Office of the Solicitor.
9	Employees using BisonConnect do not need to print e-mail messages since eERDMS allows for all BisonConnect e-mail to be captured, sorted, and categorized in accordance with the appropriate records schedules.
10	Department's Office of the Chief Information Officer Directive 2015-003, dated May 21, 2015 , for guidance if a non-official electronic messaging is used for official agency business
11	Consult with your Information Technology staff to determine the forms of Instant Messaging that are acceptable for use and please refer to the Department's Office of the Chief Information Officer Directive 2014-003, dated August 19, 2014 , for guidance on acceptable use of BisonConnect electronic gChat technology.